

CHAPTER 5

RATES , CHARGES, AND BILLINGS

- 5000. Purpose. This section provides guidance and establishes procedures for the use of rates and the application of related charges in the shipment of DOD-sponsored HHG and UB. It specifies cost comparison procedures to be used in determining the lowest overall cost method and mode of shipping HHG and UB worldwide. It also provides guidance for the solicitation and processing of OTO rates, and establishes **the** criteria for using those rates. It also establishes procedures for requesting volume movement rates and procedures to be used when a destination change is required after initial pickup.

5001. Domestic Procedures.

a. Rate Filing Policy. Headquarters, **MTMC**, is the sole approving authority for all personal property rates or charges offered by carriers for the account of the Department of Defense and its components. No rate or charge may be used by a PPSO without evidence of acceptance by Headquarters, **MTMC**, except local service contracts. Contracts for local packing and containerization services for local moves (**intracity** or within a commercial zone) may be accepted by a PPSO without prior approval of Headquarters, **MTMC**.

b. Acceptance of Rate Filings.

(1) Intrastate. Individual intrastate rate tenders will be stamped with an acceptance date and shall be distributed by Headquarters, **MTMC**, to the applicable **PPSOs**. All individual intrastate rate tenders are filed on the standard tender format, **MT-HQ** Form 43, as illustrated in Figure 5-1.

(2) Interstate. Interstate individual rate records are filed on magnetic tape or other automated format and shall be processed and distributed in printout format or automated mode by Headquarters, **MTMC**, to applicable **PPSOs**.

c. Effective Dates for Rates.

(1) Intrastate Individual Rate Tenders. Accepted rate tenders are assigned effective dates of May 1 and November 1, as shown in block **16** of the tenders. Such tenders must remain in effect for **a minimum** of 30 days after the **MTMC** acceptance date.

(2) Domestic Interstate Section 10721 Individual Rate Records. Accepted domestic interstate HHG rates receive an effective date governed by the "Interstate **Solicitation** Letter for Rates." The processing date and effective date are included on the top of each page of the printout distributed to the PPSO.

d. Rate Filings as Related to the LOI.

(1) Intrastate Rates. Upon completion of the initial filing cycle, Headquarters, MTMC prepares an intrastate rate abstract and sends two copies to each **PPSO**. A carrier is required to have an LOI on file with and accepted by a PPSO before rates can be filed with Headquarters, **MTMC**. **PPSOs** verify that **each** carrier listed on the abstract does have a valid LOI. If a carrier does not have a valid LOI, the PPSO "lines through" that carrier on both copies of the abstract and sends one back to Headquarters, MTMC along with the appropriate individual rate tender. The other copy of the abstract is posted at the PPSO for carriers' use in determining if they wish to meet a lower rate. **PPSOs** are to retain individual rate tenders enclosed with rate **abstract**.

(2) Domestic Interstate Rates. After the initial filing of interstate rates by carriers, Headquarters, MTMC forwards a message to each PPSO that requires verification of valid LOIS for certain carriers. The message indicates a cutoff date for the carriers to have an accepted, valid LOI and a suspense date for PPSO response to Headquarters, **MTMC**. Filing schedules are provided to **PPSOs** every 6 months for each volume. The schedules should be reviewed for rate filing deadlines. A carrier must have a valid LOI on file before filing rates. **If** a carrier is listed on a printout without a valid LOI by the cutoff date for that cycle, the carrier should not be used. In addition, if a carrier has served a base during the preceding cycle, it is not considered a new carrier and should not file in a **LOI/Cancellation** cycle as a new carrier.

e. Operating Authority. Carriers filing LOIS for domestic shipments **must** provide destination services to the full extent of their operating authority. Carriers that do not file rates to destination states shown in their operating authority will be considered serving at their next lowest applicable rates. Traffic should not be awarded to carriers that do not have rates on file in the MTMC rate programs.

f. Public Rate File. **All** tariffs and rates accepted by Headquarters, **MTMC**, are maintained in a public file at Headquarters, **MTMC**, 5611 Columbia Pike, **Nassif** Building, Room B-27, **Falls** Church, VA 22041-5050. The public file is open from **8:30** a.m. to **4:00** p.m. on all federal workdays and is available to the general public. When a carrier or a carrier's agent requests information from a PPSO on the rate authority under which traffic is being distributed to a specific destination, the PPSO shall, on a one-time basis, provide the tender number and issuing carrier. Carriers requesting more extensive rate or tender information shall be advised that such information is available at Headquarters, MTMC public rate file.

5002. Cost Comparisons.

a. General. Selection of the mode of shipment (**air**, surface, or a combination thereof) generally shall be based on the member's requirements and appropriate regulations of the sponsoring military service, and regardless of comparative costs. Within this framework, the TGBL method shall be given preference, except as follows:

(1) When the DPM is less costly and will satisfy the member's requirements.

(2) When use of the DPM is mandatory (see paragraph **4002.a.**).

(3) When TGBL service is unavailable, impractical, or **will** not satisfy the member's requirements.

(4) When use of the DPM is directed by Headquarters, **MTMC**.

(5) For Air Force-sponsored **UB** shipments, the DPM shall be used exclusively, except for those locations where Code **J,service** is available.

b. Mandatory Cost Comparisons. When, in the judgement of the origin **PPSO**, two or more TGBL modes (air, surface, or a combination thereof) or TGBL codes of service within a given mode will satisfy the member's requirements, the TGBL transportation mode and applicable code of service for the lowest overall cost shall be used. Cost comparisons shall be made for this determination. Lowest overall costs shall be based on an assessment of all costs associated with the shipment that are known or can be estimated reasonably, to include the following:

(1) Transportation and accessorial charges.

(2) Temporary lodging allowance, when applicable.

(3) Administrative expenses, when identifiable.

(4) Management time and effort required by both the **PPSO** and the member to accomplish the move.

c. Mode/Code Selection Guide.

(1) General. The Code/Mode Guide is a listing of all international traffic channels showing the lowest to the highest cost code of service. This guide provides assistance to the **PPSOs** in selecting the most economical method of shipment, and was developed to reduce the time needed by the **PPSOs** for cost analysis.

(2) costs. The costs shown in the Code/Mode are total through costs. A breakdown of the codes of service and the costs making up these codes are as follows:

(a) Codes 4, 7, and 8 are **all** inclusive rates filed by **ITGBL** carriers. Only the carrier's rate is listed and totaled. These rates consist of all origin services, **linehaul**, ocean/air costs, and destination services. (Unpacking is not included in Code 7 and 8.)

(b) Code 5 consists of the carrier's rate plus the MSC ocean and MTMC port handling costs or adjusted cost.

(c) Codes T and J consist of the carrier's rate plus MAC rate or adjusted cost. (Terminal handling costs are included in the MAC rate).

(3) **Scope.** The Code/Mode Guide also contains costs for shipments moving under the direct procurement method (**DPM**). Packing and containerization costs are obtained from the contracts submitted. Also included in the total cost of the DPM are the **linehaul** and Government overhead costs. All costs received on DPM contracts, MSC, and MAC are converted, as necessary, to dollars and cents per hundredweight. Consideration is given to density and space utilization which allows the total cost for each method to be stated in the same unit. The following provides a breakdown on the DPM codes and the costs used to obtain total through costs.

(a) HE - DPM household goods moving by MSC. This code consists of the MSC rate, MTMC port handling costs, origin/destination service, **linehaul** to/from ports, and Government overhead.

(b) HG - DPM household goods moving by MAC. This code consists of **all** the same costs as "HE" except the MAC rate is used instead of the MSC rate and MTMC port handling costs.

(c) BE - DPM baggage moving by MSC. This code consists of the MSC rate, MTMC port handling cost, origin/destination services, **linehaul** to/from ports, and Government overhead.

(d) **BG** - DPM baggage moving by MAC. This code consists of the same costs as "BE" except the MAC rate is used instead of the MSC rate and MTMC port handling costs.

(4) **Computations.** The Code/Mode Guide is based on total costs only. In those rate areas where there are more than one **PPSO**, the origin and destination costs associated **with** movement via DPM are computed on an average. Instructions contained in the Consignment Guide, operational considerations, or service-directed movements may take precedence over the information provided in the Code/Mode Guide.

(5) **Cost Additives.** Cost additives are provided with the Code/Mode Guide so PPSOS can develop cost comparisons using the rates that apply directly to their installation. When constructing the code/mode guide, it is necessary for costs within rate areas to be averaged. ADP limitations prohibit construction of the code/mode by **GBLOC** to **GBLOC**. So to enable PPSOS to pinpoint their costs we have developed cost additives for their use.

5003. International Procedures.

a. **EuroDean Intratheater Rates.** Both **MTPP-C** and the HQ **USAREUR** Joint Traffic Management Agency (**JTMA**) solicit Code 4 rates for several European Intratheater **channels** as shown in the rate **printout** for the affected areas. However, these rates are to be used only at the direction of the MTMC overseas

component (**MTEUR-PP**). **MTEUR-PP** will perform a cost comparison between these **MTPP-C** solicited rates and rates solicited locally to determine the most economical method of shipment.

b. **Acceptance of Rate Filings.** Solicitations for **ITGBL** rates shall be sent to, and responsive rates shall be received from DOD-approved qualified individual carriers and forwarders. Solicitations shall contain governing rules, procedures, requirements, accessorial rates and charges, ports, estimated tonnage, and other information regarding the **ITGBL** Program. Traffic shall be awarded to those now rate responsible carriers and forwarders whose rates are responsive and most advantageous to the Government. A responsible carrier is one who:

(1) Is listed on the **MTMC** list of approved carriers and freight forwarders.

(2) Has appropriate operating authority and licenses.

(3) Has adequate financial resources.

(4) Has the ability to comply with required delivery performance schedules.

(5) Has a satisfactory record of performance, integrity, and **is** otherwise qualified under applicable law and regulations.

c. **Rate Verification.** Carriers are required to verify the rates shown in block 31 of the **PPGBL** upon receipt and prior to performing any services. Should the rate not agree with the carrier tendered rate, the **PPSO** will be informed telephonically. The **PPSO** is responsible for verifying destination rate area, carrier's rate, cancellation listing, etc, to determine discrepancy. At no time will the carrier be allowed to perform any services until **PPSO** and carrier are in agreement of rate. Carriers will notify **MT-PP** if **PPSOs** fail to provide **PPGBL** in a timely manner.

d. **Tenders.** Tenders, including **MBT's** governing rules for application of accessorial rates and charges of rate bureaus and associations engaged in collective rate-making functions inconsistent with the Government goal to maximize competition shall not be solicited and received by **PPSOs**.

e. **Effective Dates for Rates.**

(1) **ITGBL Rates.** Effective dates for **ITGBL** volume rate printouts are shown at the top of the covering page. Generally, volume rate printouts are effective for the 6-month periods starting April 1 and October 1 of each year.

(2) **OTO Tenders.** **OTO** tenders are effective on the date the carrier is notified of the shipment award by **HQMTMC**. Carriers normally indicate **this** date as the issue date of the tender. Tenders are reviewed by **HQMTMC**, and administrative acceptance is noted on the tender.

f. Rates and LOIs. Before filing any rates with Headquarters, **MTMC**, a carrier must have an accepted LOI on file with all **PPSOs** controlling the distribution of traffic from an origin rate area.

:- g. Rate Filings as Related to the LOI - ITGBL Rates.

(1) If a carrier files **ITGBL** rates for a rate area and fails to have an accepted LOI on file at any installation from which these rates apply, the affected PPSO immediately shall notify Headquarters, **MTMC**, ATTN: **MTPP-C**, by priority message. Headquarters, **MTMC**, upon investigation of each such case, shall notify all affected **PPSOs** of action to be **taken**, regarding use of that carrier's rates.

(2) If a carrier with **ITGBL** rates loses an agent, resulting in return of the carrier's LOI, and the carrier fails to obtain a new agent within 45 days, the affected PPSO immediately shall notify Headquarters, **MTMC**, ATTN: **MTPP-C**, by priority message. Headquarters, **MTMC**, shall notify all affected **PPSOs** of action to be taken in regard to the use of that carrier's rates.

h. OTO Rates.

(1) General. The PPSO shall request all OTO rates from Headquarters, **MTMC**, and may not solicit or accept **OTO** rates directly from an **ITGBL** carrier.

(2) Criteria for Requesting OTO Rates. The PPSO shall request OTO rates from Headquarters, **MTMC**, when:

(a) Origin-to-destination rates are not listed in the **ITGBL** volume rate printout.

(b) An **ITGBL** shipment is diverted to or from a point for which there is no available rate.

(c) A shipment requires conversion (for example, from Code 4 service to Code 5 or from Code 7 to Code 8 due to a strike or other condition that impedes timely service, and the carrier does not offer rates in the alternate code of service).

"(d) A shipment must be reshipped within the term contained in the **ITGBL** solicitation.

(e) When a carrier accepts shipment on a channel where it has no effective rate on file, that acceptance constitutes an agreement by that carrier to perform the transportation services at a rate negotiated under these procedures. If there is an **MTMC** accepted rate on file for the channel, then the rate in effect will be the negotiated rate.

(f) Under certain circumstances, MTMC may agree to terminate the shipment, especially when the shipment remains at origin or has not proceeded beyond the port of embarkation. However, when termination is approved, the carrier must agree to reimbursement for only costs incurred to the point of termination.

(3) OTO Request Format. When the need for an OTO rate exists, the PPSO shall submit a message request to Headquarters, **MTMC**, ATTN: MTPP-C. The message request format and instructions are provided in Figure 5-2. OTO requests should be made at least 20 days in advance of pickup date to provide sufficient time for carriers to establish a rate. .

(4) Telephone Requests. Urgent OTO requests may be made by telephone; however, a telephone request shall be confirmed immediately by the message format specified in Figure 5-2. The telephone request **must** provide the same data elements required in the message format. Telephone requests will be handled as requested.

(5) Rates. Headquarters, **MTMC**, shall solicit OTO SFRS from MTMC approved carriers via message or other electronic means. All rates received shall be evaluated in terms of cost and service.

(6) OTO Notification. Headquarters, **MTMC**, shall provide the following OTO rate information to the requesting PPSO by priority message:

- (a) Member's name, rank, and SSN.
- (b) Name and SCAC of the **ITGBL** carrier selected.
- (c) Carrier's OTO rate tender number and effective date.
- (d) OTO SFR and expiration date.
- (e) RDD .
- (f) This message constitutes authority for the PPSO to issue a

PPGBL .

(7) Preparation of OTO PPGBL. Guidance for preparation of the PPGBL is provided in Chapter 11. The PPGBL for an OTO shipment shall be prepared in the same manner as for an **ITGBL** shipment, except the words "one-time only" or "**OTO**", the carrier's rate tender number, and the OTO rate shall be entered in the tender/tariff rate authority block, key 31.

(8) Shipments must actually be tendered to the carrier prior to the tender expiration date. In the event this cannot be accomplished, a new OTO rate should **be** requested in accordance with the procedures herein.

i. Frustrated Shipments - OTO Rates.

(1) General. **MTPP-C** will solicit competitive OTO rates for personal property shipments, both HHG **and** UB, that became frustrated because of nonpayment of ocean charges.

:-

(2) Ports. Rates will be solicited for the following ports:

(a) CONUS: Baltimore, Charleston, Houston, Jacksonville, Los Angeles (including Long Beach), Miami, New Orleans, New York, Norfolk, **San** Francisco (includes Oakland), Savannah, Seattle, and Toledo.

(b) OVERSEAS: Agana, **Algeciras**, Balboa, **Bremerhaven**, Cadiz, **Catania**, **Cristobal**, **Felixstowe**, Glasgow, **Greenock**, Holy Lock, Honolulu, **Inchon**, **Iraklion**, Istanbul, Iskenderun, **Izmir**, La **Maddalena**, Leghorn, **Manila**, **Naha**, Naples, **Pireaus**, Pusan, Rota, Rotterdam, San Juan, Yokohama, **Yokosuka**.

(3) Rates - HHG. Rates for household goods will be stated as a percentage of the transportation rates indicated in the **ITGBL** Solicitation. Percentage must include costs for any port handling fees, **linehaul** from port to destination, and destination services and other than SIT and associated costs. An amount equal to delivery from SIT will be in addition to the percentages stated to adjust destination costs. Percentage may be above, below, or equal to the rate provided. Percentages **must** be in whole numbers, i.e., 90, 100, 110, etc. Percentages stated as 95.5 percent will not be considered viable.

(4) Rates - UB. Rates for unaccompanied baggage will be stated as a percentage of the transportation rate stated in the **ITGBL** Solicitation. Percentages must include port handling costs, **linehaul** from port to destination and destination services normally associated with **UB** shipments. Unpacking, SIT, warehouse handling and delivery out of SIT will not be included in your rate. No additional additives will apply to shipment of UB.

(5) Awards. Separate awards for each port will be made on basis of lowest percentage offered for each commodity. Tie bids **will** result in a drawing for award. Carriers credit standing with ocean carriers will be considered **in** the awarding process. Results of awards **will** be distributed to **PPSOs** responsible for insuring awards movement of the shipments.

(6) Payment Responsibility. Selective carriers will be responsible for payment of ocean charges to either ocean carrier or carrier paying total ocean charges as required. Bids will not include these costs. Carrier will bill finance centers for their portion of the ocean charges as third party service supported by proper documentation. Carriers **will** be required to maintain records identifying all charges associated with demurrage and report **same to MTPP-Q upon request.** Carriers **will be required to obtain new weight tickets and will bill on the new weight.** The weight of the original shipment will have no bearing on the new shipment.

j. Consolidated OTOs.

(1) General. MTPP-C will determine areas formerly under OTO procedures to be consolidated under special rate solicitation. All **traffic-**moving within the designated area and code of service will be awarded to the carrier submitting the lowest overall costs.

(2) Rate Solicitation. **MTPP-C** will solicit rates in conjunction with the automated **ITGBL** program. Carriers must submit bids for each channel included in the solicitation.

(3) Awards. **MTPP-C** will determine low cost carrier by computing carriers' rates times the estimated tonnage. The carrier with the lowest total overall cost will become the primary carrier for all traffic even though its rate may be higher on a single channel.

(4) Rate Printout. A rate printout or electronically dispatched listing will be furnished to applicable **PPSOs**. Tonnage **will** be awarded in the same manner as for Class 1 rates. Carriers may cancel rates under ITGBL cancellation provisions. However, the cancellation would apply to the entire area, not a single traffic channel.

5004. Volume Moves (**RCSMTMC-4**).

a. General. Headquarters, **MTMC**, is the **sole** negotiating authority for volume moves worldwide, including solicitations to satisfy intratheater or intertheater requirements.

b. Criteria for Requesting Volume Move Rates.

(1) The PPSO shall request rate negotiations for a volume move when there is a confirmed group PCS or TDY move of personnel or dependents from a single origin (commuting area) to a single destination (commuting area) normally within a 90-day period. The estimated weight of personal property to be moved shall be a minimum of the following:

(a) **Military/Civilian HHG** - 200,000 net pounds, or

(b) **Military/Civilian UB** - 50,000 gross. pounds, or

(c) **PPSOs** having special operation requirements may request a volume move for lesser tonnage (for example: U.S. Army COHORT moves, base closures, etc.).

(2) Volume movements in or between points served by local drayage shall be exempt from this reporting requirement when the PPSO determines the provisions of a contractual drayage agreement or local service tenders are more beneficial than a volume move negotiation.

c. Volume Move Report Format (Figure 5-3). The PPSO shall report each volume movement by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the report shall be forwarded to Headquarters, **MTMC**, ATTN: **(MTPP-CD** for domestic volume move or **MTPP-CI** for international moves), and one copy shall be furnished to the destination **PPSO**, the appropriate MTMC area command, MTMC overseas component, or designated MTMC representative. The required volume move request format is as follows:

(1) Give a brief explanation for the volume move request (change of home port of ship, school graduation, PCS of unit, etc.)

(2) Number of individual shipments.

(3) Estimated weight of each shipment.

(4) Estimated total weight of all shipments.

(5) Date first shipment is to be moved.

(6) Anticipated date last shipment is to be moved.

(7) Special operational requirements, if any.

(8) Shipping officer controlling volume movement, city, state/county of origin, and destination (including approximate mileage of any commuting area) .

(9) Full business name and carrier code of **all** carriers (not agents) qualified to serve the origin and destination points, including carriers under suspension; reinstatement date will be shown opposite the carrier name.

(10) Estimated weight that may require SIT at origin/at destination.

(11) Lowest current applicable transportation rate.

(12) Local pack and crate and overflow rate (international movements only).

Send the above request by letter or priority message, when appropriate, to Headquarters, **MTMC**, ATTN: **MTPP-CD** or **CI**, the destination PPSO, appropriate MTMC area command or overseas component.

d. PPSO Notification. Upon completion of negotiations, Headquarters, MTMC shall telephonically provide the requesting PPSO the following information and follow up with a message:

(1) Domestic Volume Moves.

- (a) Rank order of carriers submitting bids for volume move.
- (b) The percentage of the solicitation to cover a reduction in total cost of each shipment accepted from each carrier.
- (c) The tender number and code of service for each carrier.
- (d) The daily and total tonnage capacity guaranteed by each carrier.

(2) International Volume Moves.

- (a) Rank order of carriers submitting bids for volume move.
- (b) The SFR accepted from each carrier.
- (c) Origin and destination agent for each carrier.
- (d) Tender number, effective date and expiration date, for each carrier.
- (e) Code of service for each carrier.
- (f) The **daily** and total tonnage capacity guaranteed by each carrier.

(3) All individual rate tenders submitted by carriers shall be evaluated by Headquarters, **MTMC**, for technical and contractual compliance.

e. Volume Movement Traffic Distribution.

(1) Headquarters, **MTMC**, shall perform a comparison of all accepted rates to determine the overall low-cost carrier. Origin PPSO will be notified immediately of the results.

(2) The PPSO shall maintain a separate TDR for **volume** move tonnage. In offering shipments to carriers, **PPSOs** shall consolidate shipments whenever practical. Tonnage shall be distributed to the lowest cost carrier that can provide the required service based upon:

- (a) The percentage of tonnage that can be handled daily.
- (b) The percentage of total tonnage that can be handled.

(3) **PPSOs** will continue to tender shipments to the low-cost carrier to the extent of the carrier's ability to service **the shipments**, even though the volume **may** exceed the maximum percentage stated by the carrier.

f. Final Report. Both the origin and destination PPSOS shall provide a final report to Headquarters, **MTMC**, ATTN: **MTPP-(CD or CI)**, within 30 days of the completion of the volume movement. The final reports shall include the following:

(1) Origin PPSO.

- (a) Total number of shipments.
- (b) Total weight shipped.
- (c) Total charges.
- (d) Information concerning the quality of origin service provided by participating carriers.

(2) Destination PPSO.

- (a) Total time that shipments were in SIT, reported in daily increments.
- (b) Information concerning the quality of destination service provided by participating carriers.

5005. Transportation and Accessorial Charges.

a. Statement of Accessorial Services Performed, DD Form 619 (Figure 5-4).

(1) **DD Form 619** will be used by the carrier to support billings for materials and services not included in the line-haul transportation, SFR, SIT delivery, reweigh, and accessorial services provided in conjunction with delivery. The carrier's representative will prepare and submit each **DD Form 619** to the member, member's agent, or PPSO representative for verification and signature. **DD Form 619** shall be signed only after verification that materials and services specified on the form were actually provided. The member, member's agent, or PPSO representative will not, under any circumstances, sign a blank or partially completed **DD Form 619**. The only blanks that may be left blank are the "unit price" and "charge" columns. The "number" block will reflect either the quantity or the word "none." The PPSO shall **counsel** the member on the importance of ensuring that the **DD Form 619** is prepared accurately before signing at origin and at time of delivery at destination.

(2) The carrier shall furnish the member and origin PPSO one copy each of the **DD Form 619** itemizing accessorial services performed and materials furnished. Additionally, the carrier shall forward a copy of all subsequent **DD Forms 619** prepared in connection with the shipment to the PPSO ordering the service.

(a) When specifically designed crates or containers are determined by the PPSO to be necessary for the safe transportation of certain items, authorization **shall** be contained on the DD Form 619. The PPSO may authorize special containers (closed) for safe transit of motorcycles that will not fit in Type II or similar containers. Special crates [open slated] , . for items of unusual nature, motorcycles, minibikes, and mopeds that will fit in Type **II** or similar container may also be authorized for safe transit. In all instances the ultimate responsibility for deciding whether crating is necessary is the carriers, however, the PPSO is responsible for determining if payment is required. Packing service for these shipments is included in the applicable SFR. In shipments where specifically designed crates or containers have been used, **DD** Form 619 shall show the cubic **foot** measurement of crates or containers used and authorized at Government expense. The Government will not be liable for any charges incurred by unauthorized crating.

(b) All entries for appliances serviced by a third **party** shall be supported by an invoice stating the type of service performed. The member, member's agent, or **PPSO's** representative shall initial each appliance servicing entry. As certification that the stated service was performed, domestic TGBL carriers shall specify, in the appropriate spaces, the **MAXPAK** rate per hundredweight and the actual charge **for** items included in the **MAXPAK** rate. The carrier also shall indicate the weight of **PBP&E** in the shipment. If the shipment does not contain **PBP&E**, the carrier shall enter "none" in the appropriate block.

(c) Items of unusual nature such as, but not limited to, **shranks**, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes that may require special service (to include disassembly and assembly) by a third party, carrier or carrier agent. Other services which may require the use of a third party include rigging, hoisting, or lowering an article for placement or removal from a residence.

(d) Third party service is defined as a service which is not normally or routinely performed by household goods carriers or agents. It **is** further defined as a service which may require the skills of a craftsman other than **a** carrier or agent to accomplish. Traditionally, third party services have been associated with the assembly or disassembly of unusual household goods articles found **inside/outside** a residence; and with the preparation of certain household goods articles which require special servicing for safe transportation. When required, the carrier or **carrier's** agent will request approval from the **PPSO**, to arrange for third party service. Charges for third party **will** be advanced by the carrier or agent and billed as an advanced charge for reimbursement. A bill for third party service must be supported with a copy of the **bill** paid by the carrier or the carrier's agent. Information that must be provided on a properly prepared third party service bill (see Figure A-1, Appendix A, for billing instructions) or invoice is as follows:

(1) Company name.

- (2) Company address.
- (3) Company telephone number.
- (4) 'Bill must be signed by the property owner or designated .
: -agent.
- (5) Shippers name.
- (6) Description of service performed.
- (7) Itemization of charges if **more' than** one service is performed.

b. Payment of Transportation **and** Accessorial Charges **upon** Placement of the Shipment in SIT.

(1) Payment of transportation and accessorial charges from the origin point to the point of SIT may be made upon completion of the transportation to the storage point before ultimate delivery to the final destination. To effect such payment, the carrier shall:

(a) Obtain appropriate signature and initial certifications on the **DD** Form 619 to support charges for accessorial services performed at origin.

(b) Complete the certificate of liability and storage on the front of the original PPGBL. The carrier shall obtain verbal authorization from the responsible PPSO for placement of the shipment into SIT. This authorization shall be evidenced by a SIT control number entered on the certification.

(c) Submit the **DD** Form 619 and original PPGBL, attached to the original Public Voucher for Transportation Charges SF **1113**, to the responsible paying finance center.

(2) The carrier may add a statement to the certificate of liability and storage designating its warehouse agent to voucher and receive payment in the name of the **linehaul** carrier for SIT and related charges authorized on the PPGBL. A signed duplicate copy of the certification shall be attached in support of the supplemental billing for such charges.

(3) Payment of additional charges accruing against a shipment after delivery into SIT shall be made upon presentation by the carrier of a second SF 1113. This second voucher shall bear the same bill number as the original, with a letter suffix starting with "A" (for example, "12345-A"). When the **warehouseman** has been authorized to submit the billing on the carrier's behalf, the voucher need not bear **the** same bill number (with a letter suffix)

as the carrier's original voucher. In all cases, the second voucher shall identify the **PPGBL** and the tariff or quotation authority for the accessorial charges and shall be accompanied by the original Statement of Accessorial Services Performed (SIT Delivery and Reweigh), **DD Form 619**.

c. **PPGBL Termination Upon Expiration of Authorized Period of SIT.** The **PPGBL** automatically terminates at midnight on the last day of the authorized SIT period. A **PPGBL** Correction Notice (SF 1200) is not required to terminate the **PPGBL**. Payment for delivery services at Government expense after the **PPGBL** has terminated shall be made under **local** invoicing or purchasing procedures. The **PPSO** shall select the lowest overall **cost** method of effecting delivery and unpacking that will provide the required service to the member, such as:

(1) The **warehouseman**, if possessing appropriate authority and-- capability.

(2) The packing, containerization and local drayage contractor.

(3) Other local service, if available.

d. **SIT Delivery and Reweigh, DD Form 619.**

(1) **DD Forms 619** submitted for services rendered at destination shall indicate:

(a) The accessorial services ordered and furnished.

(b) Receipt of the shipment by the member or the member's agent.

(c) The SIT control number applicable to the shipment.

(2) The carrier shall prepare, sign, and submit a **DD Form 619** covering SIT to the responsible **PPSO**. The **PPSO** shall certify the SIT entries on the **DD Form 619** by signing and dating the form in the appropriate blocks. Certification is required for all shipments stored under **daily** SIT rules. Storage based on 15 and 30 day increments will be certified if the shipment is stored beyond the initial storage period.

e. **Reweigh Charges.** Authorized charges against the Government for the reweigh of a personal property shipment shall be specified by the carrier on the **DD Form 619**. The Government shall pay for an ordered reweigh when the reweigh net weight is greater than the initial net weight or when the difference between the initial weight and the reweigh weight is less than the tolerance specified in the governing document. The carrier shall submit a completed **DD Form 619** to the **PPSO**, in triplicate, indicating that a reweigh was requested and the service was performed. The **PPSO** shall certify the

reweigh **only** when the reweigh weight *is* within the authorized tolerance. The PPSO shall return the original and first copy of the **DD** Form 619 to the carrier for billing purposes. The second copy will be retained by the PPSO in the shipment file.

f. Review of **DD** Form 619s. The PPSO shall review **DD** Form 619s. PPSO certification is required for certain SIT, reweighs, and third party services performed by the carrier and authorized by the PPSO.

g. Payment of Excess Costs for **Special Routing** and Services.

(1) In accordance with the JFTR, the **member** may elect to use special or accessorial services that may involve additional expenses not authorized for payment by the Government. Examples of such services include the following:

(a) Multiple shipments to the same destination.

(b) Services such as additional valuation, specific routing, and special loading.

(c) Shipment to or from points not specifically authorized in the member's orders.

(2) Excess costs arising from selection of unauthorized services shall be borne by the member. The PPSO shall require a written request and agreement to pay excess costs from the member or authorized agent before ordering services that will result in excess costs. **DD** Form 619, showing entries for special or unusual services that will involve excess costs, shall be signed by both the PPSO and the member or the member's agent. If the member or the member's agent is not available for signature, the PPSO shall sign the **DD** Form 619 and **shall** attach a **full** explanation of the requirements for any services provided.

(3) *When* not indicated on the PPGBL, charges for partial pickup or delivery shall be shown as separate items on the **DD** Form 619 when authorized by the PPSO.

h. Linehaul **Charges** for a Consolidated Shipment.

(1) The PPSO shall make a consolidated shipment when the following conditions are met:

(a) Two or more members' shipments are moving concurrently from the same origin area to the same destination area or multiple destinations en route to the destination of the most distant shipment. The shipments shall be offered to the carrier at one time with pickup dates scheduled on consecutive days.

(b) **Linehaul** savings resulting from use of the lower rate **applicable to the** higher weight bracket plus extra pickup or delivery charges are less than the costs of individual shipments.

(c) Service to the members will not be impaired.

(2) Costs to Consider When Consolidating Shipments.

(a) **Linehaul** transportation charges shall be applied to the total weight of the entire shipment for the total distance via points of pickup or delivery or both, from the initial pickup point to the final delivery point.

(b) **Extra** Pickup and Delivery. Charges are authorized for each additional pickup and delivery after the initial pickup and delivery on a consolidated shipment, except when deliveries are made to a **single** place, such as to the same SIT warehouse.

(c) Accessorial Service Charge. All other services and charges shall be applied separately to each portion of the shipment in a consolidated shipment.

i. Payment for Repacking of Shipments Released from NTS.

(1) Shipments packed before placement in NTS may not be repacked at Government expense in preparation for **linehaul** movement without specific authorization from the origin **PPSO**. The origin **PPSO** shall authorize repacking at Government expense only when it is determined to be necessary to protect the shipment from damage in transit to the final destination. When repacking is authorized in writing by the origin **PPSO**, the carrier may bill the Government for the repacking service.

(2) The **PPSO** may not authorize repacking at Government expense when there is evidence that deterioration of the original packing occurred while the shipment was in the possession of the storage contractor. Repacking to correct packing deterioration occurring during storage is the responsibility of the storage contractor and shall be accomplished at no expense to the Government. Conflicts in this area shall be referred by the **PPSO** to the responsible **RSMO** contracting officer for resolution.

(3) The **linehaul** carrier will not be liable for preexisting damage noted on the storage inventory or exceptions noted at the time of pickup. The carrier shall be liable for concealed damage. To be released from liability, the burden of proof shall be on the carrier to show that loss or damage resulted before receipt of property by the **linehaul** carrier.

5006. Shipment Destination Changes After Pickup.

a. General.

(1) The need to change the final destination of a shipment is usually first known by the member. The member or the member's agent shall contact the nearest or most available PPSO and shall provide required documentation to support the request for destination change. If the authority to change the destination is in doubt, the PPSO **shall** contact the appropriate military major command or military service headquarters.

(2) When a properly supported request for destination change is received, the PPSO shall determine the action to be taken based on the status of the shipment and the type of change required. Governing documents define procedures and provide rates for destination changes.

b. Destination Changes for ITGBL Shipments.

(1) Termination and Onward Shipment. When an **ITGBL** shipment has arrived at the POD or the final destination, or is in SIT, and the destination change will require further overwater transportation, the shipment shall be terminated and a new PPGBL issued for movement to the newly established final destination.

(2) Delivery from SIT. When an **ITGBL** shipment is in SIT and movement to the newly established final destination **will** not require further overwater transportation, the destination change shall be considered a delivery from SIT. The distance between the SIT location and the new final destination shall determine rate application.

(3) Diversions. When the final destination of an **ITGBL** shipment not in SIT is changed to a new destination that does not require further overwater transportation and the new final destination is more than 30 **miles** from the original destination, the shipment shall be diverted. Procedures to be followed for a shipment diversion and applicable rates **shall** be found in provisions of the governing document.

c. Destination Changes for Domestic TGBL Shipments.

(1) Shipments in SIT. When a shipment is in SIT (either at origin or destination) , a change in the final destination is a delivery from SIT and not a diversion. The distance from the SIT location to the new final destination shall determine the rate to be applied.

(2) Shipments Located at Origin, Including Origin SIT. When a shipment is located at *origin* (including *origin* SIT), a change in the final destination **is** not a diversion. If the original carrier possesses operating authority to the new **final** destination, the PPSO **shall** issue a PPGBL

correction notice specifying the new final destination. If the original carrier does not possess operating authority to the new final destination, the PPSO shall terminate the PPGBL and authorize payment for services actually performed at origin, including SIT, if applicable. A new PPGBL shall be issued to a new carrier (possessing proper operating authority) to complete the shipment.

(3) Shipment Diversions. When the final destination of a shipment not in SIT is changed to a new final destination more than 30 miles from the original destination, the shipment **shall** be diverted. Billing for a shipment diversion shall be based on the actual revised **linehaul** mileage plus the additional charges specified in the governing document.

d. Initiating Destination Changes.

(1) Delivery from Origin SIT. When the shipment has not departed from the *origin agent's* facility, the origin PPSO shall issue a PPGBL correction notice indicating the new final destination of the shipment.

(2) Delivery from Destination SIT. When the shipment is in SIT at destination, the destination PPSO shall issue a Certificate for Delivery from SIT (Figure 5-5) specifying the new final destination. If the SIT location is in the **PPSO's** area of responsibility, the certificate shall **be** provided to the carrier's local agent and a copy shall be mailed to the carrier's home office. The PPSO also may provide delivery instructions to the carrier's agent by telephone; however, the certificate **shall** be issued promptly for delivery from SIT. When the SIT location is outside the **PPSO's** area of responsibility, the certificate for delivery from SIT shall be provided by message directly to the home office of the carrier. Notification by telephone to the carrier's home office or the carrier's agent may be made; however, since most carriers will not respond until the certificate is received, the certificate shall be dispatched without delay. See paragraph **6000.h.** for further details.

(3) Diversions; The PPSO shall initiate a diversion by issuing a Certificate of Diversion (Figure 5-6) directly to, the home office of the carrier. The certificate should be provided by message (TELEX or mailgram), as appropriate. Telephone contact with the carrier's home office shall be made only to determine the location and status of the shipment. Carriers may not take action to divert a shipment until the Certificate for Diversion is received.

(4) Reshipments. When an **ITGBL** shipment must be terminated and reshipped, the PPSO **shall** issue a **PPGBL** correction notice to terminate the shipment at the point of reshipment in accordance with provisions of the applicable document.

e. Preparation and Distribution of Certificates. Figures 5-5 and 5-6 provide message formats and specify the information needed to issue Certificates for Delivery from SIT and Certificates for Diversion. When a Certificate for Delivery from SIT is issued by an PPSO to an agent in the

PPSO's area of responsibility, the Certificate shall be prepared in letter format . The message formats specified shall be used in all other situations. Certificates for Delivery from SIT and Certificates for Diversion shall be distributed as follows:

(1) Certificates issued in message format:

(a) The home office of the carrier shall be listed as the action addressee.

(b) All origin or destination PPSOS (as appropriate) shall be listed as information addressees.

(c) One copy shall be provided to the member or member's agent.

(d) One copy **shall** be retained by the issuing **PPSO**.

(2) *Certificates for Delivery from SIT* issued **in letter** format:

(a) The original certificate shall be forwarded to the carrier's local destination agent.

(b) One copy shall be forwarded to the home office of the carrier.

(c) One copy shall be forwarded to the origin PPSO and the new destination **PPSO**, as appropriate.

(d) One copy shall be provided to the member or member's agent.

(e) One copy shall be retained by the issuing **PPSO**.

f. Cost Considerations. The PPSO shall select the least-cost method of effecting a required destination change in consideration of the member's requirements, the new RDD, carrier liability, and provisions of the applicable governing document. When judged to be in the best interest of both the member and the Government, the PPSO may terminate the shipment and reship under a new **PPGBL**, by the same or a different method or mode, in accordance with this regulation.

UNIFORM TENDER OF RATES AND/OR CHARGES FOR DOMESTIC TRANSPORTATION SERVICES (DOD/USCG SPONSORED HOUSEHOLD GOODS)			
1. COMMODITY/SERVICE (CHECK ONE) ____ CODE 1 ____ CODE 2		2. ICC AND SUPPLEMENT NUMBER TENDER SUPPLEMENT NUMBER _____	3. PREPARATION DATE
4. EXPIRATION DATE 31 OCTOBER 1990		5. CARRIER, BUREAU, AGENCY, CONFERENCE	
6. STo CARRIER CODE		7. FROM GLOC _____ INSTALLATION NAME AND STATE _____	
9. EFFECTIVE DATE SEE BLOCK 16		8. TO GLOC _____ INSTALLATION NAME AND STATE _____	
10. FILE NUMBER		11. MINIMUM WEIGHTS 800 POUNDS NET	
12. PURPOSE (CHECK AND COMPLETE AS APPLICABLE) <input type="checkbox"/> INCREASE/DECREASE FILING <input type="checkbox"/> RE-TOO (CARRIER NAME/SCAC/TENDER NUMBER _____) <input type="checkbox"/> CANCEL IN ENTIRETY <input type="checkbox"/> CROSS FILE <input type="checkbox"/> DELETE		13. RATE BLOCK SINGLE PERCENTAGE SEGMENTED BASELINES SHOWN IN SECTIONS 3, 4, 5, & 6 APPLY	
14. CLASSIFICATION AND EXCEPTIONS UNLESS OTHERWISE SPECIFICALLY STATED HEREIN, THE SERVICES, RATES, m CHARGES SHOWN HEREIN ARE SUBJECT TO THE RULES AND REGULATIONS OF THE TENDER OF SERVICE AND THE NTMC HOUSEHOLD GOODS RATE SOLICITATION AND REISSUES THEREOF. NTMC RATE SOLICITATION 0-1		15. ACCESSORIAL SERVICES THE SINGLE PERCENTAGE FILED IN BLOCK 13 WILL COVER ALL ACCESSORIAL SERVICES OF THE SHIPMENT, EXCEPT THE FOLLOWING: ITEM S 25, REWEIGH, ITEM 130, ADDITIONAL SHIPMENT CHARGE, ITEM 13S, HOUSEHOLD APPLIANCES OR OTHER ARTICLES REQUIRING SPECIAL SERVICING BY THIRD PARTY FOR SAFE TRANSPORTATION, ITEM 1%. FERRY, BRIDGES m SERVICE CHARGES, ITEM 1620 FULL REPLACEMENT PROTECTION, ITEM 145. SIT & WISE HANDLING AT DESTINATION, ITEM 160. DELIVERY OF SIT AT DESTINATION, AND ANY ACCESSORIAL SERVICES PERFORMED IN CONNECTION WITH DESTINATION SIT.	
16. NTMC ACCEPTANCE			
17. LAWFUL PERFORMANCE: OPERATING AUTHORITIES IN MAKING THIS TENDER THE CARRIER REPRESENTS TO THE UNITED STATES THAT THE SERVICES WILL BE PERFORMED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND MUNICIPAL LAWS AND REGULATIONS AND THAT THE CARRIER POSSESSES THE REQUIRED OPERATING AUTHORITY TO TRANSPORT THE COMMODITY FROM, TO OR BETWEEN THE PLACES HEREIN SET FORTH. AS ENBRACED IN THE FOLLOWING DOCKETS, PERMITS a TEMPORARY OPERATING AUTHORITIES. RATES ON THIS TENDER ARE FOR INTRASTATE APPLICATION ONLY. OPERATING AUTHORITY (IF APPLICABLE)			
18. SIGNATURE(S) OF PARTY(IES) REPRESENTING CARRIER(S)			
ISSUING CARRIER, BUREAU, AGENCY m CONFERENCE	PARTICIPATING CARRIER		PARTICIPATING CARRIER
BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER)	BY (SIGNATURE AND Tins)		BY (SIGNATURE AND TITLE)
ADDRESS	ADDRESS		ADDRESS

WT-HQ 43 (REWED)

(figure 5-1)

19.	CHARGES AND ALLOWANCES
<p>(A) EXCEPT AS OTHERWISE PROVIDED HEREIN, SHIPMENTS MADE UNDER THE PROVISIONS OF THIS TENDER ARE ENTITLED TO ADDITIONAL SERVICES AND PRIVILEGES AS ARE PROVIDED IN SEPARATELY PUBLISHED TARIFFS OR TENDERS TO WHICH CARRIER(S) IS (ARE) A PARTY, SUBJECT TO THE TARIFF OR TENDER CHARGES, ALLOWANCES, RULES AND REGULATIONS APPLICABLE TO SUCH SERVICES AND PRIVILEGES. (B) THE RATES AND CHARGES IN THIS TENDER MAY BE USED AS FACTORS TO MAKE COMBINATION RATES AND CHARGES TO AND/OR FROM OTHER POINTS OF ORIGIN AND DESTINATION, PROVIDED THAT SUCH OTHER POINTS ARE NOT MORE THAN THIRTY (30) HIGHWAY MILES DISTANCE FROM THE PERTINENT POINT OF ORIGIN OR DESTINATION NAMED HEREIN. THIS DISTANCE SHALL BE MEASURED FROM (1) THE NEAREST BOUNDARY IN THE CASE OF DESIGNATED COMMERCIAL ZONES; (2) THE NEAREST CORPORATE LIMIT, IN THE CASE OF INCORPORATED COMMUNITIES NOT IN COMMERCIAL ZONES; OR (3) THE NEAREST POST OFFICE WITHIN OTHER POINTS OF ORIGIN OR DESTINATION.</p>	
20.	PAYMENT
<p>EXCEPT PARAGRAPH 25(3) OR 25(4). THE CARRIER SHALL BILL THE UNITED STATES ON STANDARD FORM 1113, APPROPRIATELY SUPPORTED, AND SHALL SUBMIT SAID BILL TO THE PAYING OFFICE SHOWN ON THE GOVERNMENT BILL OF LADING.</p>	
21.	REFERENCES
<p>WHERE REFERENCES ARE MADE IN THIS TENDER TO AN ITEM, TENDER, TARIFF OR CLASSIFICATION, SUCH REFERENCES SHALL BE DEEMED TO INCLUDE SUPPLEMENTS OR AMENDMENTS THERETO OR REISSUES THEREOF, UNLESS OTHERWISE SPECIFIED HEREIN.</p>	
22.	TERMINATION OR MODIFICATION OF TENDER
<p>THIS TENDER MAY BE CANCELLED OR MODIFIED BY THE CARRIER(S) ON WRITTEN NOTICE OF NOT LESS THAN THIRTY (30) DAYS EXCEPT AS TO SHIPMENTS MADE FROM ORIGINAL POINT OF SHIPMENT (OR PORT OF IMPORTATION, WHERE INVOLVED) BEFORE THE EFFECTIVE DATE OF SUCH NOTICE, AND EXCEPT AS TO ANY ACCRUED RIGHTS AND LIABILITIES OF EITHER PARTY HEREIN AND FURTHER, EXCEPT SUCH CANCELLATION OR MODIFICATION MAY BE ACCOMPLISHED UPON SHORTER NOTICE BY MUTUAL AGREEMENT OF THE PARTIES CONCERNED.</p>	
23.	FILING WITH REGULATORY BODIES
<p>CARRIER(S) CERTIFIES (CERTIFY) THAT, WHERE REQUIRED, THE REQUISITE NUMBER OF COPIES OF THIS TENDER IS BEING FILED CONCURRENTLY WITH THE INTERSTATE COMMERCE COMMISSION IN ACCORDANCE WITH SECTION 10721 OF THE INTERSTATE COMMERCE ACT, OR WITH OTHER REGULATORY AGENCIES AS APPROPRIATE.</p>	
24.	EXEMPTIONS: VOLUME OF TRAFFIC
<p>THIS TENDER WILL NOT APPLY WHERE CHARGES ACCRUING HEREIN EXCEED CHARGES OTHERWISE APPLICABLE FOR THE SAME SERVICE. RECEIPT OF THIS TENDER SHALL NOT BE CONSTRUED AS A GUARANTEE BY THE GOVERNMENT OF ANY PARTICULAR VOLUME OF TRAFFIC HEREIN DESCRIBED.</p>	
25.	CERTIFICATION AND ENDORSEMENT
<p>I AM (WE ARE) AUTHORIZED TO AND DO HEREBY OFFER OR A CONTINUING BASIS TO THE UNITED STATES GOVERNMENT, HEREINAFTER CALLED THE GOVERNMENT, PURSUANT TO SECTION 10721 OF THE INTERSTATE COMMERCE ACT OR OTHER APPROPRIATE AUTHORITY, THE TRANSPORTATION SERVICES HEREIN DESCRIBED, SUBJECT TO THE TERMS AND CONDITIONS HEREIN STATED. THE PROPERTY TO WHICH RATES HEREIN APPLY MUST BE SHIPPED BY OR FOR THE GOVERNMENT (1) ON GOVERNMENT BILL OF LADING; (2) ON COMMERCIAL BILLS OF LADING ENDORSED TO SHOW THAT SUCH BILLS OF LADING ARE TO BE EXCHANGED FOR GOVERNMENT BILLS OF LADING AT DESTINATION OR CONVERTED TO GOVERNMENT BILLS OF LADING AFTER DELIVERY TO THE CONSIGNEE; (3) ON COMMERCIAL BILLS OF LADING SHOWING THAT THE GOVERNMENT IS EITHER THE CONSIGNOR OR THE CONSIGNEE AND ENDORSED WITH THE FOLLOWING LEGEND: 'TRANSPORTATION HEREUNDER IS FOR THE GOVERNMENT AGENCY (NAME: THE SPECIFIC AGENCY, SUCH AS U.S. DEPARTMENT OF DEFENSE), IN THE ACTUAL TOTAL TRANSPORTATION CHARGES PAID TO THE CARRIER(S) BY THE CONSIGNOR OR CONSIGNEE ARE ASSIGNABLE TO, AND ARE TO BE REIMBURSED BY THE GOVERNMENT;' (4) ON COMMERCIAL BILLS OF LADING ENDORSED WITH THE FOLLOWING LEGEND: 'TRANSPORTATION HEREUNDER IS FOR THE GOVERNMENT AGENCY (NAME: THE SPECIFIC AGENCY, SUCH AS U.S. DEPARTMENT OF DEFENSE), IN THE ACTUAL TOTAL TRANSPORTATION CHARGES PAID TO THE CARRIER(S) BY THE CONSIGNOR OR CONSIGNEE ARE TO BE REIMBURSED BY THE GOVERNMENT, PURSUANT TO COST-REIMBURSEMENT CONTRACT W. _____. THIS MAY BE CONFIRMED BY CONTACTING SUCH AGENCY AT _____.'</p>	
25.	INSTRUCTIONS
<p>A. GENERAL: (1) THIS UNIFORM TENDER FORMAT IS DESIGNED TO PROMOTE SPEED AND ORDERLINESS IN THE HANDLING OF TENDERS. VARIANCE FROM ITS TERMS, SEQUENCE, OR NUMBERING MAY RESULT IN DELAY IN THE PROCESSING OF TENDERS. (2) TENDER SHALL BE PREPARED PLAINLY BY ANY DURABLE PROCESS ON PAPER OF GOOD QUALITY, 8 1/2 X 11, WITH A LEFT-HAND BINDING MARGIN OF AT LEAST 3/4".</p> <p>B. DISTRIBUTION REQUIREMENTS: EXCEPT AS OTHERWISE INSTRUCTED, RATE TENDERS AND SUPPLEMENTS WILL BE SUBMITTED TO THE COMMANDER, MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: HTTP-CD, 5621 COLUMBIA PIKE (ROOM 408), FALLS CHURCH, VA, 22041-5050, IN 4 COPIES. THE ORIGINAL AND ONE COPY MUST BEAR AN AUTHORIZED SIGNATURE.</p>	

(figure 5-1 cent'd)

OTO MESSAGE REQUEST

The following format and data sequence is mandatory:

FROM: PPSO

TO: CDR **MTMC** FALLS CHURCH VA / **/MTPP-C** / /

SUBJECT : Request for Personal Property One-Time-Only (OTO) Rate..

1. Member's Name **/Rank/ SSAN**.
2. Code of Service.
3. Origin PPSO (including **GBLOC**) and pickup point of shipment **if** other than installation.
4. Destination city, installation, state/country.
5. Pickup date.
6. Required delivery date.
7. Estimated weight in net or gross pounds.
8. Date OTO information is required for booking purposes.
9. If Code 5 or T, indicate port routing; otherwise omit.
10. Carriers eligible to service if origin/destination is "uncontrolled area.
11. Local full service packing/crating rates.
12. List remarks such as extenuating circumstances, i.e., medical equipment, reshipment, carriers in nonuse, **and/or** conversion to another code of service.

(figure 5-2)

FORMAT

MTMC RESPONSE TO REQUEST FOR OTO RATES

FROM: CDR MTMC **FALLS** CHURCH VA / **/MTPP-C/** /
TO: PPSO
INFO : (CARRIER AWARDED SHIPMENT)

UNCLAS

SUBJ : REQUEST FOR PERSONAL PROPERTY OTO **RATE**

A. IN OTO MSG

1. _____ (MEMBER **NAME/RANK/SSAN**)
2. _____ (CARRIER NAME/CODE)
3. _____ (TENDER NUMBER/EFFECTIVE DATE)
4. _____ (OTO SINGLE FACTOR RATE/ **EXPIRATION** DATE)
5. _____ (RDD)
6. THIS MESSAGE CONSTITUTES AUTHORITY TO REF A SHIPMENT TO CARRIER CITED,
AND GBL SHOULD BE PREPARED ON BASIS OF DATA HEREIN.
7. SUBMIT ONE LEGIBLE MEMORANDUM COPY **OF** THE OTO GBL TO **HQ** , MILITARY TRAFFIC
MANAGEMENT COMMAND , ATTN : **MTPP-C**, FALLS CHURCH, VA 22041-5050, WITHIN 14
DAYS OF TENDERING SHIPMENT TO CARRIER.

(figure 5-2, cent' d)

VOLUME MOVE REPORT FORMAT

1. Number of individual shipments.
2. Estimated weight of each shipment.
3. Estimated total weight of all shipments.
4. Date first lot is to be removed.
5. Anticipated date last shipment is to be moved.
6. Shipping officer controlling volume movement, city, **state/country** of origin, and destination (including approximate mileage of any commuting area).
7. Full business name and carrier code of all carriers (not agents) qualified to serve the origin and destination points including carriers under suspension at the time of the volume move request. If a carrier is under *suspension*, reinstatement date will be shown opposite the carrier name.
8. Estimate weight that may require SIT at origin/at destination.
9. Lowest current applicable transportation rate.
10. Local pack and crate and overflow rates (international movements only).

(figure 5-3)

STATEMENT OF ACCESSORIAL SERVICES PERFORMED

Government Bill of Lading No.		Date of Pickup Origin		PACKING, PACK MATERIALS & UNPACKING		NO.	PRICE	CHARGE		
AME OF OWNER		SSN		RANK OR GRADE		DISH PACK				
						CARTONS - LESS THAN 3 CU FT				
Origin of Shipment		Destination of Shipment		Ordering Activity/Installation (Name & Location)		3 CU FT				
						4 1/2 CU FT				
Name Of Carrier and Agent		Signature of Carrier's Representative		Date		5 CU FT				
						6 CU FT				
Carrier's shipment Ref. No.		Agent or Driver Code		MATTRESS (NOT EXCEEDING 39-X75-)		MATTRESS (NOT EXCEEDING 54-X75-)				
						MATTRESS (30-X80-)				
PROFESSIONAL BOOKS, PAPER AND EQUIPMENT (PBP&E) INCLUDED IN SHIPMENT (IF NOT INCLUDED WRITE "NONE-")		LBS.		MATTRESS (EXCEEDING 54-X75-)		* TOTAL				
						TOTAL SUBJECT MAX-PAX \$ _____ CWT				
STORAGE-IN-TRANSIT		Stored at (City & State)		SIT SERVICES PROVIDED AT _ORIGIN_ _DESTINATION_ _OTHER_		GRANDFATHER CLOCK CARTONS				
						CORRUGATED CONT. (SPECIALLY CONST)				
Date In		Date Ordered out		Date Delivered out		No. Days		BOXES-WOODEN/CRATES NOT OVER 5 CU FT		
								OVER 5 NOT OVER 8 CU FT		
Requested Delivery Date		SHIPMENT ORDERED INTO AND OUT OF SIT ON DATES INDICATED AND AUTHORIZED BY SIT CONTROL NO.		WAS STORAGE POINT FOR CARRIER'S Convenience? _YES_ _NO_		OVER 8 CU FT (ENTER GROSS CU FT)				
						CRATES CU FT MIN CHARGE I I				
REWEIGH CERTIFICATION (if applicable) NUMBER		Original Gross		Reweigh Gross		CARTONS DOUBLE (PPP-B-1364) & TRIPLE WALL (PPP-B-640) NOT OVER 4 CU FT				
						OVER 4 CU FT BUT LESS THAN 7 CU FT				
Original Tare		Reweigh Tare		Original Net		Reweigh Net		7 CU FT BUT LESS THAN 15 CU FT		
								TOTAL PACKING CHARGE		
SPECIFY APPLIANCES SERVICED & MAKE OR MANUFACTURER'S NAME-ENTRY MUST BE SEPARATELY INITIALED BY OWNER/AGENT		LABOR-NUMBER OF MANHOURS (DESCRIBE SERVICE IN 'REMARKS' SECTION)		CHECK AS APPROPRIATE _EXTRA_ _DELV_		ELEVATOR, STAIR OR EXCESS DIST CHARGE				
						SERVICING APPLIANCES/OTHER ARTICLES (AS ITEMIZED & INITIALED)				
REMARKS		STATEMENT OF OWNER, MILITARY INSPECTOR/TRANSPORTATION OFFICER		MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED BY NAMED CARRIER AS INDICATED HEREON (Check as Appropriate)		OTHER (DESCRIBE IN "REMARKS" SECTION)				
						TOTAL ACCESSORIAL SERVICE CHARGES				
TRANSPORTATION OFFICER'S CERTIFICATION		CHECK SERVICES ACCOMPLISHED 1. ACCESSORIAL SERVICES AS LISTED ABOVE 2. STORAGE-IN-TRANSIT 3. REWEIGH CERTIFICATION 4. 3rd PARTY SERVICES 5. BULKY ARTICLE CHARGE 6. WAITING TIME 7. OVERTIME LOADING/UNLOADING CHG @ . UNPACKING SERVICE (BAGGAGE ONLY) 8. OTHERS (EXPLAIN)		SHIPMENT SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE		TITLE (Print):				
						DATE:				

JOINT MESSAGEFORM						SECURITY CLASSIFICATION	
PAGE	DTG/RELEASETIME		PRIORITY	CLASS	SPECAT	-9	CIC
01 of 01	DATE TIME	MONTH	VR	AC	INFO		
MESSAGE a90tluc INSTRUCTIONS							
<p>FROM: JPPSOWA CAMERON STA VA {Requesting IT0}</p> <p>TO: ABC MOVING AND STORAGE, INC {carrier Tendered Shipment}> 344 OAK STREET, NEWTON, MI 48217</p> <p>INFO: NAS MAYPORT FL {New Destination PPS0} NAF SIGONELLA SICILY {Origin PPS0}</p> <p>INCLAS</p> <p>SUBJ: CERTIFICATE FOR DELIVERY FROM SIT. NO. 001-XX {Local Control Number Optional}</p> <p>THE PERSONAL PROPERTY SHIPBENT OF JONES, ROBERT BML/USN, {Member's Name} {Rank}</p> <p>S NO. 000-000-0000. TENDERED ON GBL NO. AB 000,000 TO ABC MOVING {Social Security Number} {PPGBL Number}</p> <p>AND STORAGE, INC {AMSI} BY THE PPSO AT NAF SIGONELLA, SICILY, ON {Name of Forwarder or Carrier}</p> <p>4 JUN XX, WITH DESTINATION MASHINGTON. DC. WAS DIVERTED AT {Date of Pickup} {Origin Destination}</p> <p>BALTIMORE, MD, ON 28 JUL XX, TO MAYPORT, FL, WITH A NEW RDD OF {Point of Diversion} {Date of Diversion} {New Destination}</p> <p>6 AUG XX.</p> <p>1. MODIFIED PCS ORDERS, DATED 20 JUL XX, ARE AUTHORITY FOR DIVERSION. "" {Identify Letter or Other Authority or Reason for Diversion} {New RDD}</p> <p>1. NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION SHOWN ON THE ORIGINAL PPGBL.</p> <p>1. AUTHORIZING OFFICIAL: LCOL JOHN SMITH, TRANSPORTATION OFFICER. {Name and Title of Authorizing Official}</p> <p>JPPSOWA, CAMERON STATION. VA.</p>							
HSTR							
MASTER TYPED NAME TITLE OFFICE SYMBOL PHONE					M C - in - ucc - o		
TYPED NAME TITLE OFFICE SYMBOL AND PHONE							
SIGNATURE					SECURITY CLASSIFICATION		DATE TIME GROUP
					UNCLASSIFIED		

DD FORM 1712 (OCR)

U.S.G.P.S. 1988-213-984

(figure 5-5)

JOINT MESSAGEFORM					SECURITY CLASSIFICATION		
PAGE	DTG RELEASE TIME		PRECEDENCE	CLASS	SPECAT	EMI	ENC
01 of 01	DATE TIME	MONTH	VR	ACT	INFO		
MESSAGE HANDLING INSTRUCTIONS							
<p>FROM: JPPSOWA CAMERON STA VA {Requesting IT0}</p> <p>TO: ABC MOVING AND STORAGE* INC {Carrier Tendered Shipment}</p> <p>344 OAK STREET, NEWTON, MI 48217</p> <p>INFO: NAS MAYPORT FL {New Destination PPS0}</p> <p>NAF SIGONELLA SICILY {Origin PPS0}.</p> <p>VCLAS</p> <p>JB: CERTIFICATE FOR DIVERSION, <u>NO. 001-XX</u></p> <p style="padding-left: 150px;">{Local Control Number Optional}</p> <p>THE PERSONAL PROPERTY SHIPMENT OF JONES, ROBERT <u>BMI/USN</u>,</p> <p style="padding-left: 150px;">{Member's Name} {Rank}</p> <p>S NO. <u>000-000-0000</u>. TENDERED ON GBL NO. <u>AB,000,000</u> TO <u>ABC MOVING</u></p> <p style="padding-left: 150px;">{Social Security Number} {PPGBL Number}</p> <p>ND STORAGE, INC {AMSI} BY THE PPSO AT <u>NAF SIGONELLA, SICILY</u>, ON</p> <p style="padding-left: 150px;">{Name of Forwarder or Carrier}</p> <p>4 JUN XX, WITH DESTINATION WASHINGTON, DC, WAS DIVERTED AT</p> <p style="padding-left: 150px;">{Date of Pickup} {Origin Destination}</p> <p>BALTIMORE, MD. ON 28 JUL XX. TO MAYPORT, FL. WITH A NEW RDD OF</p> <p style="padding-left: 150px;">{Point of Diversion} {Date of Diversion} {New Destination}</p> <p>5 AUG XX.</p> <p>MODIFIED PCS ORDERS, DATED 20 JUL XX, ARE AUTHORITY FOR DIVERSION.</p> <p style="padding-left: 150px;">{Identify Letter or Other Authority or Reason for Diversion} {New RDD}</p> <p>NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST I DIVERSION CHARGE, AND ADDITIONAL COSTS. IF ANY, WILL BE COMPUTED IN ACCORDANCE WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION SHOWN ON THE ORIGINAL PPGBL.</p> <p>AUTHORIZING OFFICIAL: <u>LCOL JOHN SMITH, TRANSPORTATION OFFICER,</u></p> <p style="padding-left: 150px;">{Name and Title of Authorizing Official}</p> <p><u>JPPSOWA, CAMERON STATION, VA.</u></p>							
STR							
AFTER TYPED NAME TITLE OFFICE SYMBOL PHONE TYPED NAME TITLE OFFICE SYMBOL AND PHONE SIGNATURE					SPECIAL INSTRUCTIONS SECURITY CLASSIFICATION UNCLASSIFIED		
					DATE TIME GROUP		

DD FORM 1732 (OCT)

PREVIOUS EDITION IS OBSOLETE
GPO 5102-17-000 1735

U.S.G.P.O. 1988-213-984

(figure 5-6)